



SPECIAL EVENT APPLICATION

City of Hampton

Permit Fee: non-refundable \$50 per event; payable to: "City of Hampton"

This application must be submitted 90 days prior to your event, along with permit fee.

Special Event Applications are only required for events and festivals meeting the following criteria:

- ◆ Event is Outdoors
- ◆ Event is Open to the Public
- ◆ Event is Held on Public Property

The Permitting Process is administered by the Special Events Permitting Office and assists event planners by compiling all permits and paperwork required by various city departments and agencies into one, easy process.

This application helps event planners by creating a "one-stop shop" to:

- ◆ Compile all permits and paperwork from various agencies into one, easy process
- ◆ Eliminate the need for event planners to visit several offices in different locations
- ◆ Inform various agencies and departments about your event
- ◆ Provide event planners with a point of contact for those city departments and agencies
- ◆ Provide pre and post-event evaluation to assist you in planning your event

As a clearinghouse for events, the Special Events Permitting Office serves as a communication tool and facilitator among the various city departments and agencies affected by festivals and events. Although the Special Events Permitting Office administers the application process, each city department or agency is responsible for ensuring that its requirements have been met.

All expenses for insurance, security, fencing, restrooms, tents, sound systems, and services provided by the Police and Fire Departments shall be paid by the event organizer. In most cases, a minimum of \$1 Million insurance is required. Securing and paying for insurance is the responsibility of the applicant. Clean-up of the property is required after each event. The city reserves the right to cancel or alter your event as deemed necessary to protect the health, welfare and safety of the public.

Any misrepresentation in this application or willful deletion of any information described herein may result in the immediate revocation of the permit. If a question does not apply, please write "N/A" in that space. The application will be returned if the information is incomplete. Please type or print clearly. Attach additional sheets if necessary.

Hampton Special Events Office
22 Lincoln Street, Hampton, VA 23669

(757)727-1187
FAX 727-1229

website- www.hampton.gov/special-events
e-mail- events@hampton.gov



SPECIAL EVENT APPLICATION

City of Hampton

Date Received: _____

Received By: _____

Name of Event: _____

Date of Event: _____ Time of Event: _____

Rain Date and Time: _____

Specific Location of Event: _____

Applicant: **Person or Organization producing this event:** _____

☐

For Profit

☐

Not For Profit (attach an IRS letter)

Tax ID # _____

Business License # _____

Contact 1:

Contact 2:

Name

Address

City, State, Zip

Work Telephone

Home Telephone

Fax Number

Pager Number

E-Mail Address

Name

Address

City, State, Zip

Work Telephone

Home Telephone

Fax Number

Pager Number

E-Mail Address

Description of Event: _____

Purpose of Event: _____

History of Event: _____

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Please check the boxes below that pertain to your event:

1. Indoor event ☐ Outdoor event ☐
2. Open to the public ☐ private, invitation only event ☐
3. Admission Fee ☐ Amount \$_____ or ☐ Free
4. Anticipated number of spectators: _____ participants: _____
5. Request assistance from: ☐ Police ☐ Fire ☐ Other _____
explain
6. Event Includes: ☐ Water event ☐ Sporting Event ☐ Firework Display
7. Alcoholic Beverages will be ☐ present ☐ sold ☐ N/A
8. Food or beverages will be ☐ sold ☐ distributed ☐ served ☐ N/A
9. Total number of food vendors ☐ Only 1 vendor ☐ If more than one vendor, how many _____
10. Merchandise will be ☐ sold ☐ distributed ☐ sold at event by vendors
11. Amplified sound, such as ☐ voice ☐ recorded music ☐ live band ☐ DJ
☐ Other _____
explain
12. Temporary outdoor structures include ☐ tents, size _____ number of occupants _____
☐ stages ☐ other _____
explain
13. Utility services needed beyond those available at site ☐ electricity ☐ other _____
explain
- _____
- _____
14. Number and location of portable restroom facilities to be provided: _____
- _____
- (one per 500 persons; minimum of one handicap accessible)
15. Amusement rides or devices include: ☐ carnival rides ☐ children's "moonwalks"
☐ Other: _____
16. Temporary Events Signs will be erected ☐ Yes ☐ No
Location: _____
17. Street closures are required for ☐ parade/walk ☐ block party ☐ street festival
18. Animals: _____
list and explain

Based on the above information, additional paperwork may be required.

Permittee (organization/applicant) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the City, its officers, agents, employees, and representatives harmless from any penalties for violation of any law ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees.

My signature indicates that I have read and understand the above information. I further understand that I am responsible for adhering to all requirements and paying for any fees or charges for my special event.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Office Use Only

PUBLIC SAFETY INFORMATION

Based on your answers to questions 5-7, more information is required. Please answer the following questions as thoroughly as possible. Attach extra sheets of paper if necessary.

Name of Event_____

Date of Event_____

Describe in detail your plan to control parking, crowds, and vehicular traffic: _____

Describe in detail police and security arrangements. *Subject to approval by Chief of Police.*
(A minimum of 2 uniform officers required per 1,000 people).

Describe in detail fire and rescue arrangements. *Subject to approval by Fire Chief.*

Describe your plan for control of alcoholic beverage sales and consumption below: _____

Describe proposed sporting or water events (race course, event site, support craft or vehicles, number of heats, etc.)_____

Describe loading/unloading of equipment, materials, boats, etc. Include time frame/area used-before and/or after event:

Name, address and telephone number of your fireworks vendor: _____

Time of Fireworks Show:_____

Location of Firing Site:_____

Addendum, Application for Special Event Permit

SITE REQUIREMENTS

Name of Event _____

Date of Event _____

Specify amount and type of utility services required, such as electrical power or water. Describe details concerning service required beyond that which is available at the event site that you will be providing. If you are installing additional electrical wiring, specify locations, voltage, amperage and phase: _____

Description of signs or banners and where/ how they will be displayed: _____

Describe proposed equipment, amusement devices, vehicles, staging, bleachers, shelters, and other requirements: _____

Describe provisions for clean-up and restoring event area to its former condition. Identify how garbage will be contained and specify plans to remove refuse and garbage: _____

PARADE/STREET CLOSURES

Based on your answers to question 17, more information is required. Please answer the following questions thoroughly and attach extra sheets of paper if necessary.

Name of Event _____ Date of Event _____

Purpose: ☐ Parade ☐ Walk ☐ Exhibits ☐ Block Party ☐ Other: _____

Beginning Time: _____ Ending Time: _____

Time Units Will Assemble: _____

Location: _____

Describe equipment or items to be placed on street or thoroughfare: _____

State parade street route, public places to be traveled, starting point, termination point and location of any speakers platform: _____

State the space interval between the parade units: _____

Show location of barricades and street closures on a diagram below:

Closing Streets for Special Events and festivals is discouraged unless the expected amount of pedestrian and vehicular traffic, or the timing and location of the event warrants closure.

Addendum, Application for Special Event Permit